

**City of Crown Point**  
**Mayor's Office of Special Events**  
**Intern Position Description**

Title: Special Events Aide

Status: Part Time

Department: Mayor's Office of Special  
Events

FLSA Status: Not Applicable

Reports to: Director of Special Events

Dates: All Year Long

**Summary:** Assist in coordination and implementation of Special Events including but not limited to carrying out assignments, handling administrative duties, performing tasks as assigned by Director of Special Events (due to the nature of this office changes can occur at any time per the Director) sub-coordinating integral programs and continued problem solving techniques while working with the Director of Special Events.

**Specific Duties**

- Effectively communicate with supervisors, co-workers, other city employees, citizens, sponsors and most importantly the Crown Point Business Community.
- Assist in maintaining the Car Cruise and Farmers Market Data Logs
- Various office hours to assist in maintaining clerical and filing
- Farmers Market Season
- Pass out event flyers throughout the community
- Assisting at upcoming Special Events (as able to attend)
- Special projects as instructed by supervisor(s).

**Desired Minimum Qualifications**

*Education and Experience:* Bachelor's degree, Associate's degree or current collegiate degree seeking in Public Relations, Recreation/Leisure, Event Planning, Organizational Communication, General Communication, Hospitality and Tourism or related field. One (1) year increasingly responsible relatable experience or any equivalent combination of related education and experience.

*Necessary Knowledge, Skills, and Abilities:* Computer literacy in Windows based programs and internet research. Ability to lead by example; self-motivated, detail oriented. Articulate with the ability to juggle multiple tasks and competing priorities while keeping a level head. The ability to be positive and light-hearted, while still upholding a professional manner.

**Licensing and Regulation:** Valid Driver's license

**Work Environment/Schedule:** Positive and encouraging work atmosphere. Indoor and outdoor environment; flexible schedule including evenings and weekends; some physical labor required. Please be mindful that your assistance is of great important to the City of Crown Point. Letters of Recommendation and Accommodation will be awarded at the duration of the event season.

*Please note: The duties listed above are intended as general description of the work performed by persons assigned to this position, not an exhaustive list of all duties, responsibilities, and skills required. This position description does not constitute an employment contract and is subject to change as required.*